

DIRECTOR OF MAINTENANCE - PRC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class plans, coordinates and directs the maintenance and repair program in the County's park facilities to ensure a safe, pleasant environment for a variety of leisure activities. The incumbent sets priorities for workflow, following established department guidelines; determines emergency situations, and directs maintenance and repair activities to manage these situations as they arise. The incumbent prepares and administers recurring and non-recurring repair and maintenance, and miscellaneous budgets; evaluates proposed construction projects to estimate materials, equipment needs and the allocation of staff, and implements procedures and policies for the division. An incumbent may be required to provide weekend, evening and holiday coverage as scheduled. Supervision is exercised over a large number of maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Authorizes and oversees all maintenance operations to ensure that projects are efficiently executed with respect to personnel, equipment and materials and are executed in accordance with good construction practices;

Prioritizes projects, work orders, emergencies, contracts in accordance with departmental goals and screens and classifies projects according to major or minor status;

Inspects work and accepts or rejects it as being properly completed and/or in accordance with contract specifications;

Reviews, evaluates and authorizes maintenance projects and budget requests for same to insure adherence to departmental goals and to insure efficient use of resources;

Coordinates maintenance field work with utilities, local officials, other County departments, etc., so that projects do not conflict or overlap;

Inspects PRC facilities to determine maintenance needs so that parks are maintained in accordance with established policy;

Prepares and administers various maintenance budgets including miscellaneous, non-recurring and repairs, central facilities, equipment;

Advises and consults with department and other officials about maintenance needs, appropriate methods;

Maintains various records and prepares reports as required;

Interviews and hires personnel, assigns work, resolves personnel problems and disciplines personnel;

EXAMPLES OF WORK: (Illustrative Only) (cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of practices and procedures of park and pool management and maintenance; thorough knowledge of equipment maintenance; thorough knowledge of park rules and regulations and local building codes; ability to plan and implement a long-range maintenance program; ability to supervise a large number of and wide variety of maintenance personnel and plan workflow accordingly; ability to communicate clearly and effectively both orally and in writing; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and ten years of experience where the primary function of the position was the operation, maintenance or construction of parks in a supervisory capacity, four years of which must have been in the design and inspection of maintenance and/or construction projects.

SUBSTITUTIONS: Satisfactory completion of an Associate's Degree* in Engineering Technology may be substituted for two years of the general experience; there is no substitution for the four years of specialized experience. Satisfactory completion of a Bachelor's Degree* in Engineering may be substituted for two additional years of the general experience; there is no substitution for the four years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.